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3 November 1966

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Weekly Report of the Office of Training
3 November 1966

1. Language Training for Support CTs

Nineteen Support CTs held over from the July 1966 Class will start language training as prescribed in the Agency Language Policy (16 began training on 31 October and three on 3 November). All training will be full-time. The line-up is as follows:

Spanish	7
French	8
German	2
Portuguese	1
Russian	1

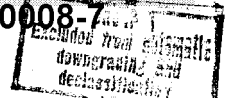
2. Career Training Program Briefing for Martin Convisser, BOB

On Tuesday, 25 October, [REDACTED] gave a joint briefing on the Career Training Program to Martin Convisser, BOB, and members of the PPB Staff. Representatives of the Office of the DD/S were present. Although we have had no feedback from the briefing, we have the impression it was well received.

3. PPB Course

Last week [REDACTED] an associate of [REDACTED] met with OTR to discuss the development of the proposed 5-day Planning and Programming Course. On 27 October, a conference was held in John Clarke's

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25X1A office attended by [REDACTED]
25X1A [REDACTED] On 28 October, [REDACTED] met 25X1A
25X1A with [REDACTED] for a briefing on the Agency organization and on a plan-
ning and programming process. During the course of the day he met with
various Agency personnel including [REDACTED] 25X1A
was very impressed with the Agency consultations and is enthusiastic about
the prospect of working up a program to suit our needs.

4. Inspector General Review of [REDACTED] 25X1A

The Inspector General currently is surveying certain of the Agency
cover activities, particularly [REDACTED]. Since the Career Training Pro- 25X1A
gram has provided a major input to this project in recent years, the inspectors
wish to review our operating relationships. C/CTP met with [REDACTED]
and [REDACTED] on 1 November on this subject. 25X1A

5. [REDACTED] Orientation for OTR Officers

On Friday, 28 October, 21 OTR officers went to [REDACTED] for a day 25X1A
of orientation. There were representatives from the Intelligence School (5),
Support Staff (4), Registrar Staff (1), Support School (5), Operations School
(4), and Language School (2).

6. Position Reclassification of Scientific Linguists

A review of the scientific linguist positions in the Language Training
School has been completed by the Position Management and Compensation
Division. PMCD is of the opinion that said positions should be reclassified
from GS-13 to GS-14 for department heads and from GS-12 to GS-13 for
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assistant department heads. Such reclassifications will equate our faculty positions with those in other government language training facilities such as the Foreign Service Institute and will more closely equate salary levels with those paid in the academic community. A study of the grade structure of the Office of Training is now under way in order to determine how upgrading of these positions can be accommodated within the current OTR ceiling.

7. Evaluation of Training

Representatives of PPS and the Registrar recently attended the American Society for Training and Development luncheon. A panel presented a variety of thoughts on the subject "Evaluation of Training." Each panelist agreed that this was not an easy matter to deal with; there was not enough evaluation of training. Each offered his own panacea. One speaker suggested a pre-test and a post-test; another recommended a follow-up of the student to see how well he performed after training. Each suggestion appeared to have merit but none alone could do the job. All agreed that evaluation must be built around a precise statement of training objective.

8. Magazine Building Classroom

Per the DD/S request, we examined the unfinished large room on the ground floor of the Magazine Building. It is our opinion it is not suitable for training. Only something of an unclassified nature could be carried on there. The room presents many security problems and its unusual layout does not suggest any possible training use.

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9. Theme for 1967 OTR Bulletins

We are considering carrying the theme "OTR as a Support Organization" in our 1967 OTR Bulletins. In each of the nine or ten issues, there would be a feature on an OTR school, a staff, or a major function. We would continue with the sections on the Bulletin Board, the OTR Calendar (usually a three or four month projection of OTR courses), information on courses available at non-Agency facilities, and the listings of training officers, instructors, and so forth. We would also continue with articles on timely topics such as management trends, the Off-Campus Program, programmed assisted instruction, and instructional techniques. The over-all objective in setting up such a publication schedule is to provide full and clear guidance to training officers, personnel officers, and supervisors as to training opportunities within OTR and through OTR.

10. Armed Forces Staff College Nominees

Agency nominees for the February 1967 course at the Armed Forces Staff College are [REDACTED]

25X1A

25X1A

11. Harvard Management Programs

We are working out the administrative details with the Office of Security and Central Cover Staff for the processing of [REDACTED] to attend 25X1A the Program for Management Development at Harvard. We are also working with DDS&T to expedite the processing of [REDACTED] to attend the 25X1A February session of the Advanced Management Program at Harvard.

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12. FBI Special Course on Communist China

To date we have the following nominees for the Foreign Service Institute's Special Course on Communist China (7-18 November):

DDS&T

DDP

25X1A

13. Briefing for Columbia University International Fellows

Larry Houston is sponsoring a visit of about 50 International Fellows from Columbia University to the Headquarters Building on 3 November. Larry will brief the group on the history and mission of the Agency, and Sherman Kent will speak on the estimative process. The Orientation and Briefing Faculty will provide administrative support and will handle organizational matters. The briefing will be held from 1530 to 1730 hours on 3 November in Room 1A-07.

14. Project HELPFUL

Reports indicate that we will meet our quota of 35 for Project HELPFUL. We already have the DDP list and according to [REDACTED] DDS has many more than their stated quota. Experience has shown us that about 15 per cent of the original designees for the program do cancel, so we encouraged Hank to send in the names of all those who want to attend.

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15. Senior Executive Course, DoD Computer Institute

George Meloon was forced to drop out of the Senior Executive Course at the Department of Defense Computer Institute on 19 October because of illness. We talked to Mr. Griffin of the DODCI this week and he will be happy to have George complete the final two days of the course during the running which begins 14 November. For the latter course, Emmett Echols has been accepted by DODCI. At this time we have no other nominees "in the pipeline" for this course.

16. The FHA Automated Personnel Accounting System

DIA comptroller personnel recently visited the National Bureau of Standards and the Federal Housing Administration to observe and discuss the automated personnel accounting system of these agencies. According to DIA, the FHA is considered to have the outstanding system in the Federal Government.

17. Budgeting for External Training

Assuming the Office of PPB will approve the DDS's recommendation for a change in budgeting for external training, we agree with [REDACTED] that it would be better to wait until the beginning of FY 1968 to implement this change.

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18. PCS Domestic Moves

25X1A

[REDACTED] Chief, Central Travel Branch advised us that the new moving bill was released by the Bureau of the Budget on 21 October. He suggested a blanket memorandum on the pending vouchers for our

students who made PCS moves in August and September (with the reason given "pending internal interpretation on the new moving bill") to the

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Chief, Accounts Division, asking for an extension of due dates until at least December. The Office of Finance has obtained the DD/S's concurrence in this type of action.

19. Visit of Commanding Officer Special Forces Center [REDACTED]

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It has been tentatively arranged with [REDACTED] Agency representative at Fort Bragg, North Carolina, for Colonel A. E. Milloy, Commanding Officer, Special Warfare Center, to visit [REDACTED] the last week in November or the first week in December. It is expected that Colonel Milloy will be promoted to Brigadier General in early November.

25X1A

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20. Clandestine Communications Seminar

Four representatives from OC/OS and eleven R&D engineers participated in the Communications Seminar [REDACTED] during the period 23-28 October.

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21. Non-Agency Briefings

During this reporting period these non-Agency briefings were given: [REDACTED] on the Agency's responsibilities in the intelligence community; 50 new NSA employees on the Agency's mission and function; 100 new AID employees on the mission and function of the Agency; and 70 foreign students at the International Police Academy on "Targets of Insurgency."

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/s/
John Richardson
John Richardson
Director of Training

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ATTENDANCE
WEEK OF 24 - 28 OCTOBER 1966

Operating Programs (Internal Training)

	<u>Agency</u>		<u>Non-Agency</u>	
	<u>Courses or Projects</u>	<u>Number of Students</u>	<u>Briefings</u>	<u>Number Briefed</u>
Clandestine Ops	3	53	0	0
Covert Training	8	36		
Intelligence	5	113	3	151
Language (16)				
Full-Time	20	50		
Part-Time	57	136		
Tutorial	13	14		
Communism	3	89	2	71
Support & Development	3	83		
	1	31		
Total	<u>113</u>	<u>605</u>	<u>5</u>	<u>222</u>
External Training	<u>163</u>	<u>272</u>		
	<u>276</u>	<u>877</u>		

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